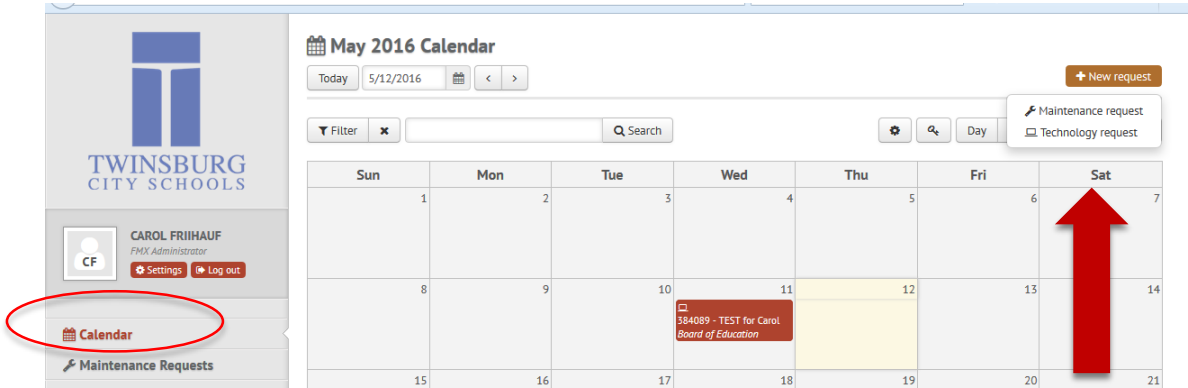
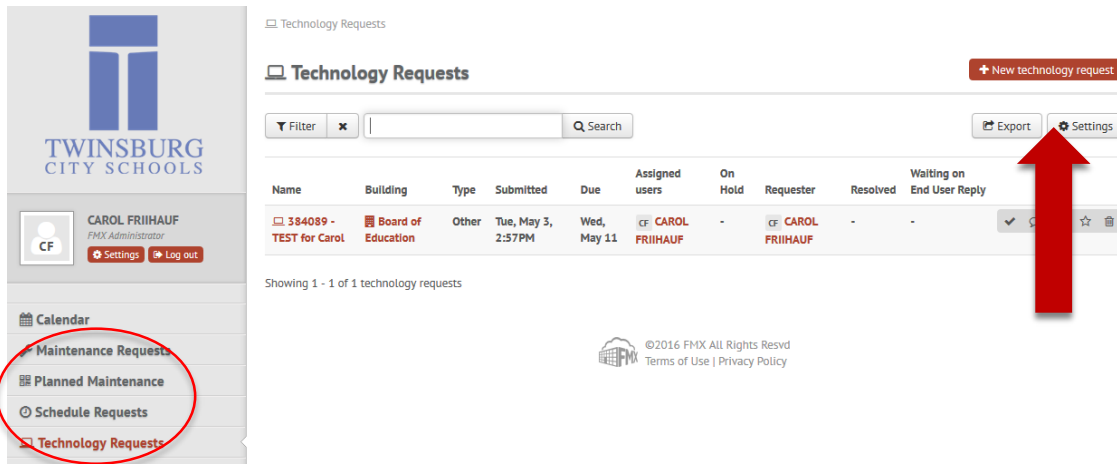


Step 1: In Calendar View, Click **New request** in the right top corner of the calendar page, then choose **Maintenance Request OR Technology Request**.



OR

Step 1: Click Maintenance Request or Technology Request on the left side and then click **New maintenance/technology request**.



Step 2: Enter the required fields and click **Save** to submit the maintenance request.

Step 3: Check your email for your request confirmation and a link to check the status of your request.

Step 4: When your request is resolved you will receive a “request resolved” email.

